



Job Description - Director of Resources

Purpose

As a full member of the Senior Leadership Team the post holder will lead, guide and develop the Finance, Site and Facilities (including oversight of Cleaning), Health and Safety, Marketing, Lettings and Catering functions within the Academy to ensure continuous improvement and delivery of the organisational objectives.

Responsible to:	Principal and WAT Finance Director
Direct Reports:	Senior Finance Officer, Site Manager, Health & Safety Manager, Canteen Manager, Network Managers, Evening Supervisors (Lettings), Cleaning Supervisor
Key Relationships:	Principal, SLT, HR Manager, Chair of Academy Council
Professional Links:	As part of a Multi-Academy Trust the post holder will have a close professional working relationship with the Trust's Finance and HR Teams
Salary:	£53,000 - £56,000
Hours:	Full Time

Responsibilities

- To provide a strategic lead for SLT and Academy Councillors in respect to the business potential and opportunities for the Academy and ensure delivery of annual targets agreed with the Principal and the Finance Director.
- To drive best value in all Academy operations – internal and bought in – in order to maximise expenditure available for education, delivering annual targets agreed with the Principal.
- To ensure accurate and informative accounting and compliance with Finance Regulations, Employment Legislation, Food Hygiene, Health and Safety and legislation and best practice.
- Working in a Multi-Academy Trust context to make a positive contribution to the wider Business and Finance community within Woodard Academies Trust working closely with the Trust's Finance Director and HR Director.
- To ensure accurate Statutory policies are in place and available on the Academy website.

Financial Management

- To lead and develop the finance systems within the Academy, liaising with the Trust's Finance Director regarding requisite systems of budgetary planning, accounting, monitoring and financial compliance.
- To maintain and share with Academy leadership an up-to-date knowledge of all central (DfE, EFA) and local government requirements regarding financial planning and administration, ensuring that the Academy receives and maximises the requisite funding from its funding streams.
- To devise and implement comprehensive and robust financial procedures and systems within the Academy.
- To process administrative and financial returns as may be required to official bodies to ensure the efficient operation of the Academy.
- To prepare and present annual and three-year budget plans for consideration by the Principal, SLT and the Academy Council, ensuring the budget priorities are overtly linked to the Academy's educational goals.
- To regularly produce income and expenditure projections for the purposes of strategic planning.
- To act as the professional advisor to the Academy Council on all finance and business matters and attend meetings of the Academy Council and sub-committees as appropriate.
- To lead and develop the finance team, establishing effective and robust systems of financial management, payroll monitoring, benchmarking and monitoring of income and expenditure.
- To line manage the Senior Finance Officer, meeting regularly to support, plan and review targets, and to ensure good communications and a high standard of performance by the team.
- To oversee and ensure that all financial tasks undertaken by members of the finance team are in accordance with agreed financial procedures and to the expected level.
- To ensure the accurate management of the Academy's budget on a regular basis, undertaking careful budget monitoring and spot checks on financial matters, as appropriate.
- To manage the procurement of external contracts, researching best value, preparing draft specifications, and monitoring performance to ensure effective service delivery.
- To ensure the Academy's overall financial management delivers 'best value' for money.
- To supply information as required by the Trust's Finance Director, to ensure Woodard delivers on its governance obligations.
- To act as the Academy lead for all financial and personnel audits, including liaising with the DfE, the Responsible Officer and other external auditors, as required.
- To act as the Academy lead for all year-end procedures, including reconciliations, identifying creditors and debtors at year-end, and all relevant reporting.
- To maintain accurate records and prepare reports on the provision for Disadvantaged Students, LAC students and other minority groups and ensure that where necessary this information is visible on the Academy website and shared with SLT and the Academy Council.
- To have overall responsibility for the analysis and payment of salaries, pensions and all other wages related deductions, in liaison with the appropriate finance and payroll staff.

Income Generation

- To be proactive in seeking new ways for the Academy to enhance its finances and to improve its financial position, taking advantage of potential sources of external funding using 'commercial flair' and developing contacts.

- To be responsible for developing, implementing and overseeing income generating schemes, having regard for other priorities in the Academy.
- To be responsible for maximising the letting of the premises and the development of Community use, within the constraints of Planning and VAT legislation.
- To explore avenues for additional funding through grants, bids and courses offered that generate additional income to further enhance the Academy both as a community resource and in building additional capacity to support students' learning and progress.
- To be responsible for securing bid-based, competitive funds.

Marketing / Public Relations

- Provide high quality communications by developing, implementing and maintaining an integrated marketing and public relations strategy to all Academy audiences.
- To develop a marketing and communications plan, in consultation with other key staff, to ensure the positive prominence of the Academy within the local and national community.
- To act as the academy's Freedom of Information Officer following Woodard policy, co-ordinating requests for information in line with the policy, and maintaining up-to-date knowledge in this area.
- To act as the academy lead for media enquiries and public relations, liaising with the Trust representatives, as appropriate.
- To oversee the Academy lettings programme.
- To line manage the Evening Supervisors, meeting regularly to support, plan and review targets, and to ensure good communications and a high standard of performance by the team.
- To lead in planning and developing the business potential (eg adult, community and family learning programmes) of the academy, bringing proposals to the SLT and establishing appropriate networks of business contacts.
- To prepare appraisals for particular projects and for the development of a costed business plan in the short, medium and long term as appropriate.

Facilities Management

- To line manage the Site Manager, meeting regularly to support, plan and review targets, and to ensure good communications and a high standard of performance by the team.
- Together with the Site manager, to ensure the campus is fit for purpose, and that all maintenance and security services are health and safety compliant, and able to fully support the curriculum needs of the Academy.
- To oversee the maintenance and development of the Academy site, grounds, buildings and utilities working closely with the Site Manager.
- Working closely with the H&S Manager and Site Manager, implement Risk Assessment and Management throughout the site and, in consultation with Woodard Academies Trust central team ensure that loss prevention strategies are implemented to reduce insurance costs.
- To produce and maintain a comprehensive asset register and subsequent Disaster & Recovery Plan linked to resource management.
- In liaison with the Site Manager, to produce a rolling programme of capital works and preventative maintenance.
- To be responsible for the budgets for purchase, repair and maintenance of furniture fittings and equipment.
- To be responsible for the arrangements for facilities including catering, licenses, minibuses and drivers.

Project Management

- In liaison with WAT Executive Officers, to be responsible for the initiation and management of all premises related and capital projects.
- Under the direction of WAT Executive Officers, to liaise with building contractors, architects, inspectors and planning authorities on major premises projects.
- To liaise with the WAT Finance Director on the financial implications of all projects.

Health and Safety

- To line manage the H&S Manager, meeting regularly to support, plan and review targets, and to ensure good communications and a high standard of performance.
- Working closely with both the Site Manager and the Health and Safety Manager, to ensure Health and Safety is managed effectively across the Academy in accordance with the Trust's Health and Safety policy and protocols.

Network Services and Management Systems

- To line manage the Network Managers, meeting regularly to support, plan and review targets, and to ensure good communications and a high standard of performance by the team.
- To develop IT systems across the Academy to ensure that they are fit for a 21st century learning environment and meet all stakeholders' needs.
- To manage the resourcing of IT throughout the Academy.
- To ensure that appropriate management systems are in place and used effectively.
- To oversee the IT Technical staff and to liaise effectively with the Curriculum IT lead and e-learning co-ordinator.
- To oversee and develop the management information systems eg SIMS, payroll services
- To work with the Network Managers to ensure the Academy website positively promotes the Academy.

Catering Services

- To line manage the Canteen Manager, meeting regularly to support, plan and review targets, and to ensure good communications and a high standard of performance by the team.
- Ensure that the organisation and management of the catering service, provides value for money meals that meet the relevant nutritional, hygiene and safety regulations.

All Academy staff are expected:

- To maintain high standards of professionalism in every facet of the role, including conduct, dress code, and communications.
- To contribute to the Academy Performance Appraisal process and take responsibility for one's own continuing professional development.
- To undertake any other duties as may be reasonably requested by the Principal.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this role. It is not intended to be an exhaustive list of skills, efforts, or duties, associated with the position. There may be a requirement to undertake other duties reasonably required by the line manager/principal (and after discussion with the post holder) provided the task is commensurate with the post holder's core skill competencies, knowledge and experience in the role.